The New Horizons Bands of Rochester, NY

MEMBER HANDBOOK

November 10, 2011

Eastman Community Music School,  
Eastman School of Music  
26 Gibbs St.  
Rochester, NY 14604  
Phone: (585) 274-1400  
http://www.esm.rochester.edu/community/newhorizons/

Rehearsal Location:  
First Unitarian Church  
220 S. Winton Rd.  
Rochester, NY 14610
# The New Horizons Bands of Rochester, NY

**MEMBER HANDBOOK**

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>New Horizons Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>The Bands</td>
<td>4</td>
</tr>
<tr>
<td>Core Ensembles</td>
<td>4</td>
</tr>
<tr>
<td>Band Selection</td>
<td>4</td>
</tr>
<tr>
<td>Section Rehearsals and Mentors</td>
<td>5</td>
</tr>
<tr>
<td>Parts Assignments</td>
<td>5</td>
</tr>
<tr>
<td>Red Bands</td>
<td>5</td>
</tr>
<tr>
<td>Performances</td>
<td>6</td>
</tr>
<tr>
<td>Attire</td>
<td>6</td>
</tr>
<tr>
<td>Concert Decorum</td>
<td>6</td>
</tr>
<tr>
<td>Additional Ensembles</td>
<td>7</td>
</tr>
<tr>
<td>Personal Considerations</td>
<td>7</td>
</tr>
<tr>
<td>Name tags</td>
<td>7</td>
</tr>
<tr>
<td>Rehearsal Courtesy</td>
<td>7</td>
</tr>
<tr>
<td>Snowbirds</td>
<td>8</td>
</tr>
<tr>
<td>Scholarships</td>
<td>8</td>
</tr>
<tr>
<td>In Case of an Emergency</td>
<td>8</td>
</tr>
<tr>
<td>Weather Cancellations</td>
<td>8</td>
</tr>
<tr>
<td>Building &amp; Grounds Usage</td>
<td>9</td>
</tr>
<tr>
<td>Band Council</td>
<td>10</td>
</tr>
<tr>
<td>Band Council Membership</td>
<td>10</td>
</tr>
<tr>
<td>Officers and Terms of Office</td>
<td>11</td>
</tr>
<tr>
<td>Rights and Responsibilities of Council Members</td>
<td>11</td>
</tr>
<tr>
<td>Guidelines and Procedures</td>
<td>11</td>
</tr>
<tr>
<td>Amendments to the Band Council Section</td>
<td>12</td>
</tr>
<tr>
<td>Committees &amp; Volunteers</td>
<td>12</td>
</tr>
<tr>
<td>New Horizons/Eastman Relationship</td>
<td>13</td>
</tr>
<tr>
<td>New Horizons Program Fund</td>
<td>13</td>
</tr>
<tr>
<td>Dissolution</td>
<td>13</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>14</td>
</tr>
<tr>
<td>Our History</td>
<td>14</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>15</td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>15</td>
</tr>
</tbody>
</table>
The New Horizons Bands of Rochester, NY

MEMBER HANDBOOK

Introduction

In 2006 the Band Council determined that there was a body of information that should be in the hands of all band members. Toward that end the first band handbook was published. A major revision of the handbook was undertaken in 2010 but was never published. This version draws heavily on these two predecessors and includes much new material as well.

Although much of the information included here is applicable to the entire Rochester New Horizons Program, this handbook is intended specifically for members of the three bands that make up the bands program. In addition to much useful and interesting material, it contains some rules that we all must follow.

Mission Statement

The mission of the New Horizons Program of Rochester, NY is to enhance the musical experience of adults by providing the opportunity for them to perform music in an ensemble. Embracing the concept that adults can learn to play an instrument or sing at any age, the program is open to beginning and experienced musicians of all levels. New Horizons provides opportunities for its members to grow musically and to enjoy rehearsing, playing, singing and performing with others.

New Horizons Philosophy

The New Horizons Program exists for the enjoyment of its members. Some members are just beginning a new instrument, while others are reconnecting to their past musical experiences or expanding their current musical experiences. Some members dedicate a considerable amount of time to practicing and musical study; others are more casual in their approach. Regardless of previous musical background and levels of ability and participation, all are welcome.
New Horizons is a member-centered program. Given that the program belongs to its members, the program’s general direction is left to its members. The conductors, mentors, and the resources of the Eastman School of Music lend musical expertise and administrative support.

There are no auditions for the program. Members select one of the three bands of graduated difficulty by assessing their own capabilities. Members may consult with conductors or section mentors to help them in this process.

The social component of New Horizons is very important. Members socialize during breaks at each rehearsal and at social events held during the year. New Horizons camps and exchanges with other New Horizons groups outside of Rochester provide additional opportunities for socializing and performing.

**The Bands**

The bands are open to both new and experienced players who wish to make music with others. Band members have many opportunities to perform at various venues in the community and at the Eastman School, including an annual spring concert at Kodak Hall at the Eastman Theatre. In addition, guest conductors such as the Music Director and the Principal Pops Conductor of the Rochester Philharmonic Orchestra may periodically volunteer to conduct the full band at rehearsals.

**Core Ensembles**

- The Green Band is for beginning and inexperienced players, and those wishing to refresh their skills.
- The Concert Band is for intermediate players.
- The Symphonic Band is for more advanced players and expects a higher level of dedication and personal practice.
- From time to time the Concert and Symphonic Bands combine for rehearsals and performances. This combination of bands is sometimes referred to as the “full band” or the “combined bands.”

**Band Selection**

The choice of which of the core bands to play in is left to the individual. Members should give careful thought about their own level of development as compared with the expectations of a particular band when making this selection. Consider that selecting a band that is well beyond your capabilities “to learn from better
players” may not give the desired results, and may negatively affect the band you have selected.

Concert and Symphonic Band members are expected to play in just one of these two bands, attending both the band and section rehearsals of their selected band. Certain exceptions may be made, at the invitation of the conductors, to meet critical needs of a band. You may switch from the Concert to the Symphonic Band or vice versa at any time.

**Section Rehearsals and Mentors**

Experienced Eastman School of Music students and/or musicians from the community act as mentors for the major instrument groups of the Concert and Symphonic bands. The weekly section rehearsals they conduct promote better playing together as sections and personal musical growth. Attendance is expected at section rehearsals as well as band rehearsals.

**Parts Assignments**

Where two or more parts exist for a section, these parts should be rotated among the players from piece to piece. It is important for all players to have the opportunity to play all parts, as all parts are important. The opportunity to play solos will also be shared. Any player will always have the option to decline a lower-numbered part or a solo. The mentors can help in establishing a fair mix of parts and solos.

**Red Bands**

A “Red Band” is a band having a limited number of players – typically around 40 – that has been assembled for a specific performance. Each Red Band is made up of members from the Concert and Symphonic Bands who volunteer on a rotating basis to perform at outreach concerts throughout the community.

The “red band” concept grew out of the need to perform at a number of venues that are too small to accommodate the Concert Band or the Symphonic Band. The name dates back to a time when we had other “color-named” larger bands – prior to the creation of the Symphonic and Concert Bands. Members will have the opportunity to sign-up for a performance a few weeks before its scheduled date.
Some things to keep in mind:

- If you have signed-up as an alternate for a Red Band you should not report to the performance venue unless you know that you will be replacing a registered player.
- After playing in a Red Band you should delay signing-up for subsequent Red Bands until others in your section have had a chance to participate.

**Performances**

**Attire**

Unless otherwise specified, the following attire is expected for band performances:

- Winter season: Red shirt. Black below the waist. The red polo/golf shirts with the Rochester New Horizons Band logo are preferred. These are available for purchase from the band.
- Summer season: Red shirt. Khaki below the waist
- Spring concert: Men: dark jacket or dark suit, dark shoes and socks
  Women: black top, black bottom, dark shoes

Smaller ensembles determine their own performance attire.

**Concert Decorum**

- All players should arrive at a concert venue with their music placed in performance order in a black folder.
- Courtesy demands that we remain quiet when conductors are addressing an audience. Talking among ourselves is distracting to the speaker, and can easily be heard by some of the audience, especially at Red Band concerts.
- Just prior to the start of a piece, raise your instrument to playing position at the director’s signal (unless you will not be playing the first several measures).
- It has been said that the few seconds just before and just after a piece belong to the piece. At the conclusion of a piece hold your playing position until the conductor lowers his or her hands.
- When invited to stand, face the front (not the conductor), don’t fiddle with music, talk, etc. This is your “bow” and “thank you” to the audience for coming and applauding.
**Additional Ensembles**

As the program has matured several smaller ensembles have been created. These are:

- Two “big bands” (based on the big bands of the 1940s.)
- Brasso Profundo (tuba/euphonium ensemble)
- Clarinet Choir
- Saxophone Ensemble
- Sine Nomine Flute Choir
- Trombone Ensemble

Except for the two “big bands,” individual band members have led the way in creating these ensembles as independent entities. As these groups have evolved they have, with their members’ concurrence, become official ensembles of the New Horizons program. Perhaps other ensembles will develop over time. Directors of these ensembles may limit participation in them based on size constraints or a player’s ability to perform a group’s typical repertoire.

**Personal Considerations**

**Name tags**

Please wear yours! Remember that name tags help us get acquainted. Also, name tags are important to colleagues and medical personnel in case of an emergency. Please write your emergency information on the back of your name tag.

**Rehearsal Courtesy**

- Be ready, be in place, be warmed up and ready to play when the conductor is on the podium. If you must be late please wait for the end of the piece to be seated.
- Listen. When on the podium our conductors and mentors deserve our full attention. Save conversation for the break. If you need help, ask the conductor for help rather than your neighbor.
- Don't "noodle". Playing your instrument when the conductor or mentor has stopped is discourteous to the conductor and to those around you.
• Practice. Learn your part at home. Rehearsal time is the time for us to come together and improve as an ensemble.
• Move. At the end of a rehearsal, vacate your chair as quickly as possible so that you are not delaying the start of a subsequent rehearsal or delaying those who are replacing the chairs to the church's specifications.

**Snowbirds**

Many members spend the winter months in a warmer climate. Members who are gone four or more months are asked to notify the ECMS office by December, and they will be billed for the fall semester only. All are welcome to attend rehearsals for the balance of the school year at no additional charge when they return. Members are welcome to participate in the ECMS Spring Festival concerts if they are able to attend several rehearsals, feel comfortable playing the music, and will contribute positively to the ensemble.

**Scholarships**

Those seeking financial support may apply for a scholarship. Contact the Associate Dean of the Eastman Community Music School for details.

**In Case of an Emergency**

There is a free public telephone in the main lobby of the church across from the main doors where you can dial 911. Report our location as 220 South Winton Road.

There is a defibrillator and first aid kit near the mailboxes on the 1st floor.

**Weather Cancellations**

For canceling New Horizons rehearsals on a Tuesday, Wednesday or Thursday, we will follow this procedure when cancellation appears to be a possibility:
• The conductors of the day and Howard Potter, Associate Dean of ECMS will make a decision by 7:15am.
• If rehearsal is cancelled:
  o Howard will contact Eastman School of Music, and the directors of NH ensembles affected on that day will notify their groups, mentors, and also the church by email or other means.
  o Some ensembles might have their own phone chain - if so, this phone chain should be enacted at this time.
If you do not have email, please be sure someone has your phone number and will call you.

Eastman will inform the media of this particular New Horizons closing

Howard will remotely change the ECMS office phone message to indicate the NH closure.

By 7:30 AM information on cancellation of New Horizons activities should begin to appear on the following outlets:

- ECMS 274-1400
- WROC - TV 8
- YNN - TV 9
- WHEC - TV 10
- WHAM - TV 13
- WXXI Radio - 91.5 FM or 1370 AM
- WHAM Radio - 1180 AM

**Building & Grounds Usage**

NH is renting space at the church, but not renting church staff services. We need to be good tenants and self-sufficient. As tenants we have certain contractual obligations. These are:

- No smoking in the church or on its grounds. The exception is that smoking is allowed in your own vehicles in the parking lot. Obviously, courtesy demands that you not deposit your butts on the grounds.
- A door monitor must be in the lobby from 8:15 a.m. to 9:05 a.m. While there is no specific “job description” for this activity, the idea is to question anyone entering who seems not to belong there. The outer door must not be propped open, and it must be locked when no door monitor is present. Those leaving the building during the break (or otherwise) should arrange with someone to be let back in. We are not to ring the church staff for entry. (These security practices stem from some theft problems that occurred several years ago, and are requirements of the church’s insurance carrier.)
- Instrument cases are not to be left in the lobby or in the halls with the coat hangers.
- We may not use the hallway that is alongside the right (north) side of the sanctuary. This hallway is, by U. S. government requirement, for the exclusive use of the nursery school.
- Chairs in the sanctuary are to be returned to the normal church setup at the end of our Thursday rehearsal. (Occasionally we are asked to use a different setup.) All classroom chairs are to be returned to Gilbert Hall – whether they were in the room when we arrived or not.
• All sanctuary lights must be turned off at the end of our rehearsal day, as must the sanctuary sound system.
• The church copier is not available to us.
• We may use only the rooms we have rented. These are: the auditorium, Gilbert Hall, and rooms 201, 211, 212, 217, 220, 224, 228. There is to be absolutely no use of room 200, the Thoreau Contemplative area.
• The marked 15 minute parking places are given by church contract to the nursery school that also operates in the church during our rehearsal times. We are not to park in them.
• On snowy mornings do not arrive before 8:30. The church needs the time prior to 8:30 for plowing and salting.

**Band Council**

The primary purposes of the Band Council are as follows:

• To facilitate communication and decision-making among the band members, the conducting staff and the Associate Dean for Community and Continuing Education at the Eastman School of Music
• To act as an advisory group to the conductors
• To discuss ideas and suggestions and to address issues of concern expressed by band members

**Band Council Membership**

The voting members of the Council shall include the following:

• One representative from each of the sectional groupings in the Concert and Symphonic Bands
• One representative from the Green Band
• One representative from the Gig Committee

Voting members shall appoint an alternate when they are unable to attend a meeting of the Council. The alternate may vote as proxy for the regular Council member.

The non-voting members of the Council shall include the following:

• The Associate Dean for Community and Continuing Education at the Eastman School of Music
Officer and Terms of Office

The Band Council shall elect a chairperson or co-chairpersons, a secretary and a treasurer. The terms of both members and officers will be for two years, with half of the Council members changing every year.

- A Council member may serve no more than two consecutive terms. After a year off the Council, one may again be elected to serve.
- Band sections may replace their elected representatives at any time for not fulfilling their obligations. Such action would require a majority vote by the section.
- Elections shall take place in early fall each year, with terms of office beginning immediately. The schedule for elections follows:

<table>
<thead>
<tr>
<th>Odd Numbered Years</th>
<th>Even Numbered Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flutes</td>
<td>Symphonic Concert</td>
</tr>
<tr>
<td>Clarinets</td>
<td>Symphonic Concert</td>
</tr>
<tr>
<td>Saxophones</td>
<td>Symphonic Concert</td>
</tr>
<tr>
<td>Trumpets</td>
<td>Concert Symphonic</td>
</tr>
<tr>
<td>Low Brass</td>
<td>Concert Symphonic</td>
</tr>
<tr>
<td>Percussion</td>
<td>Concert Symphonic Green</td>
</tr>
</tbody>
</table>

Rights and Responsibilities of Council Members

- Meet bi-monthly and attend additional meetings as needed.
- Facilitate two-way communication between band members and conductors by means that will assure that all members are informed and the information that is shared will be consistent from section to section.
- Fulfill obligations as representatives of their constituents.

Guidelines and Procedures

- Council meetings are open to any band member wishing to attend and participate in the discussions.
- Written minutes of each meeting shall be shared with all band members.
- Any action taken by the Council on behalf of the band shall be included in the Council minutes.
• While any individual band member or group can make suggestions or express concerns directly to the conductors or the Associate Dean for Community and Continuing Education, suggestions, ideas and/or concerns should normally be presented in writing to any Council representative. The Council representative would then bring the issue(s) to the Council for deliberation.

• The Council shall determine whether or not the issue affects the whole band. If it does not affect the whole band, the Council may decide to keep the issue localized and refer it back to the submitter(s) with an explanation of its action.

• The Council shall address major issues that affect the policies and operations of the band. The Council’s recommendation, based on the consensus of its members, shall be documented and presented to the band members for discussion and resolution.

• Prior to the vote by the full band, the Council shall determine which of the following vehicles of communication is most appropriate:
  o Council chairperson presents to full band
  o Council representatives present at sectionals
  o Conducting staff presents to full band

• A two-thirds majority vote by band members in attendance is required for approval.

Amendments to the Band Council Section

The Band Council section (starting on page 10) may be amended by a two-thirds majority vote of those present and voting at a meeting of band members, after review by the Band Council. Any band member may propose an amendment to the Council. Band members must be notified of a proposed amendment at least 30 days in advance of the voting.

Committees & Volunteers

Members have many opportunities to assist with the operation of the New Horizons Band. In addition to serving on the Band Council, members may serve on standing committees, “ad hoc” committees formed for a specific purpose or as individual volunteers. Some of the volunteer opportunities are as follows:

• Gig Committee – Scouts and schedules concerts in collaboration with conducting staff, and ensembles
• Social Events Committee – Plans the annual holiday party and other social activities
• Public Relations Committee
• Hospitality Committee – Manages refreshments at rehearsal breaks
• Band History Committee

**New Horizons/Eastman Relationship**

Rochester New Horizons is affiliated with the Eastman School of Music. Members pay tuition to the Eastman Community Music School which, in turn, pays for our music, our conductors, our mentors, and our rent to the church. There are also personal benefits of membership: your identification card is your key to reduced rates at the city’s East End Parking Garage, and will give you free or reduced admission costs to most Eastman School concerts and recitals for which there is a charge to the public.

The Eastman School maintains a web site for the entire New Horizons program at: http://www.esm.rochester.edu/community/newhorizons/

**New Horizons Program Fund**

The Eastman Community Music School has created a fund to accept donations on behalf of the entire Rochester New Horizons Program and dispense monies to the program for its benefit. A complete copy of the Memorandum of Understanding that defines this program and how it is to be used is shown in Appendix 2.

**Dissolution**

In the event of the dissolution of the New Horizons Bands of Rochester, New York all remaining assets after the payment of liabilities shall be donated to the Eastman Community Music School.
Appendix 1

Our History

Founded in 1991 by Dr. Roy Ernst, the New Horizons Program of Rochester, NY is affiliated with the Eastman Community Music School, a division of the Eastman School of Music. Dr. Ernst taught at Eastman for 25 years and chaired the music education department for 12 years. He started the very first New Horizons Band at the Eastman School as a model program that would provide an entry point for group music-making for adult beginners and a comfortable re-entry point for adults who played music in their younger years.

From its modest beginnings in 1991, with a limited number of members playing in one band under the direction of Dr. Ernst, the Rochester New Horizons Program has expanded and flourished. The local New Horizons Program currently includes a beginning, intermediate and advanced band; two dance/jazz bands; a beginning strings program, full and string orchestras; a chorus; and several chamber ensembles. Enrollment has grown to over 200 members.

Rochester’s model program led the way to an ever-growing number of New Horizons Programs. Currently, there are over 150 New Horizons groups in the U.S., Canada and abroad. Rochester New Horizons is a member of the New Horizons International Music Association (NHIMA), which provides networking support to the growing family of New Horizons groups worldwide.

A DVD of an interview with Dr. Ernst conducted in 2007 is available for $20.00 through the NHIMA web site, www.newhorizonsmusic.org, or directly from Peggy Hall, a former band member, at 381-0358 or panddhall@aol.com.
Appendix 2

Memorandum of Understanding
Concerning
The New Horizons Program Fund

- The Eastman Community Music School has created a fund for the benefit of the New Horizons Program which is called the New Horizons Program Fund.

1. Gifts may be designated to The New Horizons Program Fund, with checks payable to Eastman School of Music-New Horizons Program. Contributions to the fund are tax deductible. The Eastman School of Music will acknowledge contributions and notify the person designated when the contribution is made.

- The funds in the New Horizons Program Fund will be administered by the Associate Dean for Community and Continuing Education in consultation with the Chair of New Horizons program and its Directors. The fund shall be used for the benefit of the New Horizons Program.

4. Donors and members may make recommendations to the Director regarding the use of gifts made in support of the New Horizons Program, but the Associate Dean for Community and Continuing Education ultimately will determine how the funds will be expended, including but not limited to the purchase of new musical scores and instruments, performing special extra concerts, scholarships and other purposes deemed appropriate.

5. The Associate Dean for Community and Continuing Education will provide a report in October of each year on the status of the Fund and how the Fund has been used to all members of the New Horizons Program.

6. Donations to the New Horizons Program Fund will be maintained in a Current Use Fund and routinely expended in the fiscal year in which they are received. Any unspent funds however, may be carried over to the following year. These funds do not earn interest.

7. If the New Horizons Program Fund reaches or exceeds the university’s minimum endowment level, the Fund may be invested as part of the University’s Consolidated Endowment, the interest of which will be used to benefit the New Horizons program.